



Town of Assiniboia

Department of Parks, Recreation, Culture & Tourism

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REQUEST FOR INTEREST ARENA &/or AQUATIC CONCESSION OPERATOR

Reference Number: RFI-PRCT-2015-03-03

SUMMARY

The Town of Assiniboia is seeking INTEREST proposals for a Concession Operator at the Civic Centre Arena AND/OR the Assiniboia Aquatic Centre Concession. The Arena concession operates between the months of October 1, 2015 and March 31, 2016. The concession would operate during all hockey games, tournaments and other skating events with the option to be open during hockey practices and clinics. This contract will include a renewal option for the 2017 & 2018 seasons.

The Concession Operator may be a recognized sports body, an organized community group or a registered business with a valid license to operate in Assiniboia.

The lease may be a monthly rate or a base rate plus a percentage of the overall sales for the season.

EXPERIENCE and QUALIFICATIONS

The proposal shall include, at minimum, a summary of:

- Overall operations plan-
 - Organizational structure
 - Hours of operation
 - Proposed remuneration to the Town
 - Sample menu
 - Experience in the Field
 - Formal training (if applicable)
 - Business Experience
 - Qualifications
 - Certificates relating to food handling and preparation or the plan to obtain said certificates
 - Compliance with WCB Act of Saskatchewan
 - Comprehensive general liability and property insurance
 - Compliance with all laws applicable to the performance of the Contract

ITEMS TO BE PROVIDED BY THE TOWN:

The Town of Assiniboia will provide the following items:

Arena Concession:

- Concession booth (approximately 500 sq. ft.)
- Licensor's Equipment: Stove top grill, 2 bucket fryer, stove/oven, upright refrigerator, 2 horizontal freezers, microwave, food warmer, popcorn machine, nacho machine, 2 coffee percolators, hot dog roller, Pepsi fountain pop machine, 2 small upright refrigerators, 2 crock pots, toaster/warmer unit, warmer lamp, lock box, storage cupboards, storage shelves, various utensils, pots, pans, glassware, dishes; double sink, 2 serving windows.
- Provide utilities for the operation of the concession including heat, water, power, gas, local phone, and excluding long distance telephone, internet access and cable/satellite services.
- Provide janitorial services to the lobby area directly in front of the Concession booth.
- Provide major repairs on Town owned equipment. The definition of "major repair" to be determined with the contract.

Aquatic Centre Concession:

- Concession booth (approximately 250 sq. feet)
- Licensor's Equipment: Fridge, 2 horizontal freezers, storage, popcorn machine, nacho machine, hot dog roller, small upright Pepsi fridge, crock pot, double sink, storage space.
- Provide utilities for the operation of the concession including heat, water, power and gas.
- Provide 8 tables and chairs for exterior seating.
- Provide janitorial services to the exterior and washrooms.
- Provide major repairs on Town owned equipment. The definition of "major repair" to be determined with the contract.

NON-NEGOTIABLE ITEM:

- The Town of Assiniboia has an exclusive contract with Pepsi which includes the Arena & Aquatic Concessions. All drink products (fountain pop, bottled pop, juices, water, energy drinks, specialty drinks) must be ordered directly from Pepsi.

SELECTION CRITERIA:

- Proposals for Interest will be reviewed by the Standing Committee for the Department of Parks, Recreation, Culture and Tourism.
- Decisions will be based on the overall plan and need.
- The committee will short list the proposals for interest and meet with the groups/businesses in order to *consider* a final selection.
- This is a Proposal for Interest, **not** a Tender.
- Request for proposals for interest will remain open until April 15, 2015.
- The point of contact for responding to this RFI is Cheryl DeNeire, Director of Parks, Recreation, Culture & Tourism via e-mail to recreation@assiniboia.net.

